

Presentation Checklist

Nerves

Nerves are natural.

Your brain thinks you're in trouble and produces adrenaline, which increases heart rate, sweat, shakiness, etc.

Your mindset matters – remind yourself that you are the expert for this talk/presentation/etc.

Remind yourself you are doing this for your audience...you want to connect with them (it's not about you).

Most audiences are friendly and want (need) you to do well.

Use your breath to calm your nervous system – increase exhalations and use box breathing.

Warm up your body so that you feel and appear more comfortable in your skin.

Who

Who is this audience?

Why are they there?

Who needs to be recognized by name?

What do they want?

What are they concerned about?

What's your call to action?

What

What is your purpose?

How long do you have?

Use the rule of three.

Incorporate stories, anecdotes, examples

Have a conversation.

Ink in the opening and the closing.

Remember, your audience doesn't have your notes.

How (practice day-to-day in low stakes conversations)

Speak conversationally – be a real person talking to real people.

Stance – both feet planted, hands in ready position

Move intentionally when appropriate.

Come out from behind a lectern when you can.

Gestures – use your arms and hands! Gestures are natural and timed right.

Face – it matters! Use your eyes, eyebrows, mouth (smile!).

Eye Contact – share it throughout your talk.

Voice – be intentional about volume; use intonation; avoid trailing off.

Vocal clutter - avoid repeating um, like, you know, so, okay, and, etc.

Use bridging when responding to questions

Practice

Rehearse your out loud...your content sounds different in your head.

Film yourself practicing and review three ways: just the video (mute the audio); just the audio (turn away from the video); then video and audio together. This allows you to better evaluate the verbal and visual elements of your presentation.